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Accounts-Officer

1 message

ABBAS ALI <abbasalira@gmail.com>
To: jobswbproject@gmail.com

Mon, Dec 19, 2022 at 1:21 PM

Dear,

I am writing to apply for the Accounts-Officer position. I am Manager Accounts and Financial professional with over 10 years in the field. My knowledge of the ins and outs of finance and accounts is vast and I thoroughly enjoy the work. , I enclose my Curriculum Vitae for your kind consideration.

My analytic time-management and communication skills are excellent allowing me to manage the numerous duties of Account and Finance Manager with ease.

I believe you'll find my credentials and personal qualities will more than meet your expectations and I'm confident I would be a productive addition to your staff. Please reach out at your earliest convenience to set up an interview. I look forward to meeting you and thank you for your consideration.

Best Regards,
Abbas Ali
(ACCA & MBA)

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Mr. Abbas Ali

Address: Karachi, Pakistan **Cell:** +92 313 2700257 **Email:** abbasalira@gmail.com

Professional – Accounts, Finance & Business Management

Profile Summary

I am an accomplished & result-oriented professional with **10+ years** of core expertise in **finance**. I believe my commitment to excellence, my ability to work with and lead teams toward achieving great results, and my immense knowledge and skill base will give me a unique and informed perspective from which I can add significant value to the business and make me a valuable team member. Demonstrated ability to streamline processes that drive increased efficiency and reduced risks.

Skills & Vocational Strengths

Financial Statement | Project appraisal | Project Management | Stakeholders Management | Negotiation | MS Office Suite | Numeracy Skills | Time Management | Team Management | Analytical Skills | Adaptability | Attention To Detail |

Presentation | Documentation | Decision Making | Interpersonal Skills | Problem-Solving Skills | Planning & Analysis | Reporting | Coordination | Creativity | Continuous Improvement | Organisational Skills | Strong Work Ethic | Communications

Professional Experience Snapshot

Position	Organization	Tenure
- Self-Employed / Freelancer	AARA Solutions.	Apr 2021 – Present
- Manager Finance and Accounts	Corporate Security And Safety Services (Pvt) Ltd	Jan 2016 – Apr 2021
- Manager Finance and Accounts	Terrazzo And Concrete Technologies	Jan 2014 – Apr 2021
- Account Opening / Customer Services Officer	Bank Al Habib	Nov 2013 – Jan 2014
- Accountant	United Scale Equipment	Feb 2009 – Jan 2011

Professional Experience Profile

AARA Solutions.

Self-Employed

Apr 2021 – Present

We provide Hardware, Software, and networking solutions to corporate and individuals & also provide IT consultation services to corporate clients to help them to expand their Technology Infrastructure within their budget.

Specialties: Rack Server (HP/DELL), Fortinet/ Sophos Firewalls, Antivirus protection (Symantec Endpoint Protection/Trend Micro, Cisco (Router-Switches-Firewall), Spam Filter software for (Exchange Servers)

We also provide financial consultation for individuals and small companies such as

- ❖ Tax Preparation Services Aided several individuals
- ❖ Payroll management.
- ❖ Submission of tax deducted with revenue authorities
- ❖ Respond and coordinate with tax authorities, auditors, legal, and tax advisors.

Corporate Security And Safety Services (Pvt) Ltd.

Manager Finance & Accounts

Some of my major responsibilities at CSS&SS were:

Jan 2016 – Apr 2021

- ❖ Effectively and efficiently managing the operations of the Accounts Department of the organization in QuickBooks
- ❖ Reduced the financial reporting time from 10 days to 7 days by implementing changes such as standardizing format, general ledger and automizing the reports.
- ❖ Optimize credit terms with suppliers and negotiate early payment discounts to maximize profitability
- ❖ Processed monthly Payroll of more than 120 employees and guards.
- ❖ Assisted colleagues in other duties as needed.
- ❖ Liaising with Tax consultants, Lawyers, and Auditors, on a regular basis.

Terrazzo And Concrete Technologies.

Manager Finance & Accounts

Some of my major responsibilities at TACT were:

Jan 2014 – Apr 2021

- ❖ Compiled and analyzed financial information to prepare entries to accounts.
- ❖ Prepare and maintain proper records and recording of all incoming and outgoing financial transactions of the factory and head office in (Tally ERP 9).
- ❖ Continuous purchase monitoring to ensure economies are maximized in see the lection, pricing, credit terms, storage, and other overhead costs.
- ❖ Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting.
- ❖ Supervision/review of annual/monthly inventory stocks and submit reports/evaluations to AVP-Finance/CFO for write-off & disposal.
- ❖ Ensured proper documentation and record keeping of data in soft and hard form.
- ❖ Effectively reviewed parties' reconciliations and monitored recoveries.
- ❖ Analyzing changes in product design, raw materials, and manufacturing methods, to determine effects on cost
- ❖ Report to management on variances from the established budget, and the reasons for those variances
- ❖ Interpret the company's financial results to management and recommend improvement activities
- ❖ Preparation of Income Tax & Sales Tax returns as well as withholding tax for submission.

Bank Al Habib.

Account Opening / Customer Services Office

Some of my major responsibilities at BAH were:

Nov 2013 – Jan 2014

- ❖ Opening of Account by fulfilling all requirements as per State bank's directives
- ❖ Manage and grow relationships with the existing and potential clients
- ❖ Stop payment of cheques, Re-activation of Dormant Accounts & Closing Accounts
- ❖ Issuance of Cheques book/Statements of Balance & Maintenance Certificates to the customers

United Scale Equipment.

Accountant

Some of my major responsibilities at USE were:

Feb 2009 – Jan 2011

- ❖ Ensuring that information is accurately collated & entered into computer systems.
- ❖ A/c Payable and A/c Receivable reconciliations
- ❖ Prepare Monthly Bank Reconciliations
- ❖ Liaising with legal departments, Banks, and External auditors.
- ❖ Ensure timely payments to our suppliers and maintain a good relationship with them.
- ❖ Created new reports for sales figures allowing management to have a better understanding of monthly performance levels.
- ❖ Managing responsibility of analyzing A/c Receivables & aging reports.

Academics & Credentials

Formal Education

❖ MBA (Finance) CGPA 3.98/4.00 - Khadim Ali Shah Bukhari Institute of Technology	2013
❖ Association of Chartered Certified Accountants - ACCAGlobal	2012
❖ B.Com - Fatimiyah College	2010
❖ Inter (Commerce) - Fatimiyah College	2008
❖ Certified Accounting Technician - ACCAGlobal	2007
❖ Matriculation (Science) - Rose Petal Pri/Sec	2006

Courses Attended

❖ Excel - Intermediate To Advanced Level - Sindh Bank	2021
❖ Quickbooks - DigiSkill	2016
❖ The Language and Tools of Financial Analysis- Coursera	2015
❖ Financing & Investing in Infrastructure - Coursera	2014
❖ Introduction to Finance - Coursera	2013

Personal Data

Father's Name:	Rajab Ali.
Date of Birth:	07th April 1991
Place of Birth:	Karachi.
Religion:	Islam.
Marital Status:	Married.
Domicile:	Sindh (Urban)